

SECRET
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140132-6
REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS/OTR ☐ - 15 25X1

1. TITLE OF REPORT (if a fill-in report include Form No.)

2. TYPE OF REPORT
☒ STATISTICAL
☒ NARRATIVE
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL
LOGISTICS
MEDICAL
TRAINING
SECURITY
FINANCE

☒ ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

6

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Annual

6. DISTRIBUTION (No. of components not number of copies)

3

7. FORMAT (memorandum, form computer print-out, etc)
Memorandum

8. ADP PROCESSING
☐ YES
☒ NO
IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT

DTR

10. PREPARING COMPONENT (include lowest level contributing information to report)

Support Staff, ☐

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

| GRADE | HOURLY RATE | X | HOURS PER REPORT | = | COST PER REPORT | X | TIMES PREPARED | = | COST PER YEAR |
|--------|-------------|---|------------------|---|-----------------|---|----------------|---|---------------|
| GS-16 | 14.50 | | 0.25 | | 3.63 | | 1 | | \$3.63 |
| GS-09 | 5.70 | | 1 | | 5.70 | | | | 5.70 |
| Total: | | | | | | | | | \$9.33 |

B. COSTS OF COMPUTER PRODUCED REPORTS

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
|--|--|--|--|--|--|

TOTAL COSTS PER YEAR

\$9.33

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report is submitted at the request of the DD/S. Report first started in 1967.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☒ RETAIN AS IS
☐ CHANGE
☐ DISCONTINUE
OTHER (explain)

MAN-HOURS

DOLLARS

0

0

STAT

16. DATE OF INVENTORY

INFORMATION

18. EXTENSION

29 Sep 70

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